

FRESNO, CALIFORNIA

CLASS SPECIFICATION

AIRPORTS PLANNING MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Airports Planning Manager is the second level in a two level Airports Project Management series. Incumbents are responsible for managing, organizing, coordinating, and monitoring activities and functions in the design and development of projects within the Fresno Yosemite International Airport, Fresno Chandler Executive Airport, and other redevelopment areas on airport property and other services as may be necessary for airports operations, including oversight of compliance issues associated with applicable Federal, State, and local FAA and TSA regulations.

The Airports Planning Manager is distinguished from the Airports Projects Supervisor by its responsibility for directing and coordinating activities and personnel involved in the implementation and completion of complex airport projects and contracts.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
10% |
| 2. | Manages and maintains FAA AIP grant programs for assigned airports, including the management, planning, design, bidding, and construction of applicable projects. | Daily
15% |
| 3. | Manages the full scope of complex Airport projects, functions, and activities for assigned airport grounds and facilities, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
15% |
| 4. | Develops and manages the full scope of complex airport capital improvement program (non-AIP) activities, which includes: conceptualizing projects; developing scopes of work; preparing project estimates; coordinating project activities with the FAA; managing bid processes; monitoring compliance with project timelines; closing out projects; and, performing other related activities. | Daily
15% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
5.	Collaborates and confers with division and/or department management, intra-City and interagency committees, advisory groups, the general public, external agencies, contractors, and/or other interested parties to coordinate activities, discuss policies, review work, exchange information, and resolve problems.	Daily 10%
6.	Analyzes and evaluates airport needs and conditions; establishes and maintains an on-going maintenance and improvement program to ensure the safe operations, usability, and future growth accommodations of airports.	Daily 5%
7.	Provides advanced administrative support to all divisions within the Airport department.	Daily 5%
8.	Evaluates and monitors airport master plans.	Daily 5%
9.	Supervises airport Noise Compatibility Program through design and construction and assigned personnel involved in a wide variety of capital projects at City airport facilities.	Daily 5%
9.	Analyzes and prepares written reports on program and project performance using qualitative analyses, diagrams, and other project management techniques; prepares reports for submittal to the City Council related to project administration and award of construction contracts.	Daily 5%
10.	Participates in/on a variety of meetings, committees, and/or task forces to provide expert-level technical advice and information, which includes analyzing, reviewing, and critiquing development projects and plans.	Weekly 5%
11.	Develops, administers, and monitors capital improvement budgets for assigned Airports; allocates resources and ensures proper expenditure control.	Monthly 5%
12.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in Urban Planning, Architecture, Engineering, Construction Management, or a related field and four years of responsible supervisory experience in administering FAA regulations, urban development, redevelopment, capital improvement, construction projects, or related field are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check
- Licensed Architect
- Registered Professional Engineer (PE)

Knowledge (position requirements at entry):

Knowledge of:

- Management and supervisory principles and practices;
- Project management principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Planning, design and construction theories and practices;
- financial management principles and practices;
- Engineering principles and practices;
- Architecture principles;
- Mathematical concepts;
- Geographical Information Systems (GIS) software applications;
- Federal Aviation Administration and Transportation Security Administration regulations, orders, and standards affecting and development, use and management of airport properties, land use and facilities;
- Applicable computer software packages;
- City planning and entitlement process;
- Environmental assessment processes;
- FAA noise compatibility requirements;
- Computer-Assisted Drafting (CAD) and design;
- Land surveying principles.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Developing and administering budgets
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Drawing sound conclusions from complex data and making effective recommendations for improvement
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Monitoring compliance with applicable project specifications
- Managing complex airport projects
- Managing financial aspects associated with projects
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008

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